



Adrian M. Fenty, Mayor

Leon J. Swain, Jr., Chairperson

Instructions for Filing an application to apply for a Taxi Meter Business License New,  
Renewal or Change of Information.

**General Instructions:**

Completed application, required documentation and fees can be submitted in person at 2041 Martin Luther King Avenue, SE. Suite 204 between the hours of 8:15 am and 4:45 pm, Monday-Friday.

**Application Type:**

New Application: Applying for a new license to operate as a Taxi Meter business.

Renewal: Applying for renewal of a license that was previously issued.

Change of Information: Used to notify the DC Taxi Cab (DCTC) Commission of any changes such as Business name, D/B/A name, or change of address.

Please **check** the Application Type applicable to your Taxi Meter business license application.

**Business Entity:**

Individual/Sole Proprietorship is owned by one person, usually the individual who has day-to-day responsibility for running the business. Sole proprietors own all the assets of the business and the profits generated by it. They also assume complete responsibility for any of its liabilities or debts. Partnership is where two or more people share ownership of a single business. The Partners should have a legal agreement that sets forth how decisions will be made, profits will be shared, disputes will be resolved, how future partners will be admitted into the partnership, how partners can be bought out, or what steps will be taken to dissolve the partnership when needed. Corporation is chartered by the state in which it is headquartered, and is considered by law to be a unique entity, separate and apart from those who own it. A corporation can be taxed. It can be sued. It can enter into contractual agreements. The owners of a corporation are its shareholders. The shareholders elect a board of directors to oversee the major policies and decisions. The corporation has a life of its own and does not dissolve when ownership changes.

Please **check** the business type applicable to your Taxi Meter business license application.

**Section I. Background Information on Taxi Meter Business:**

This basic background information is necessary to process your application. Please completely fill this section out taking care to provide us with accurate information. Inaccurate information may result in a delay or denial in processing your application.

Business Name: Refers to the name of the business entity associated with the Taxi Meter business license application. D/B/A: Doing Business As: Any alias or other name under which you are conducting business must be included as part of this application. Leave this section blank if you do not operate by any other business name. Address: The location for the Taxi Meter business. (If the application is for a change of address please enter the current address on record with the DCTC). E-Mail: A working E-mail address that will be on file at the DCTC so you may receive DCTC updates and other important information. Phone No.: A contact number for one or more of the

individuals, officers, partners, principals or stockholders responsible for all inquiries related to this application.  
**EIN/SS#:** Please provide either Social Security number or "EIN", Employer Identification Number, which is defined as a nine-digit number that the Internal Revenue Service (IRS) assigned to the organization.

## ***Section II. Listing of all Owners, Officers, Partners and Stockholders:***

Please provide a **comprehensive** list of all Officers, Partners and Stockholders associated with the business entity applying for a Taxi Meter business license. The following information is required for all individuals: Name, home address, the amount of time spent at this address, **number** of shares owned by the individual, date of birth, Social Security number, phone number and title (which is the position held in the corporation, i.e. president, secretary etc.). (If additional space is needed to add more individuals Section II of this application form may be copied).

## ***Section III. Taxi Meter Business Worksite Information***

Please provide a list of all individuals associated with the business entity that will perform work on meters. The following information is required for all individuals: Name and type of certification. In addition, please provide details of how many vehicles can be repaired simultaneously, what provisions have been made for meter inspection and what is the location of the certified mile in your area.

## ***Section IV & V. Proposed Change in Business Name or Proposed D/B/A Name:***

If you are considering changing the business or the D/B/A Name, please visit 2041 Martin Luther King Avenue, SE. Suite 204 between the hours of 8:15 am and 4:45 pm, Monday-Friday. This is necessary for us to verify that your name change is permissible. Once you receive confirmation that you can proceed with the name change, please provide a copy of the filing receipt and corporation certificate with your completed application.

## ***Section VI. Proposed Change in Address:***

This is the address of the location you would like to relocate your already registered business entity. You will need to provide a lease agreement, certificate of occupancy (C of O) and a completed application. The C of O must have the stamp of District of Columbia Regulatory Affairs (DCRA) no later than 2 years before the date of your application. In lieu of this, you may submit a "Letter of No Objection" from DCRA stating that said Department has no objection to the operation of this type of business at the subject premises.

## ***Section VII. Proposed Change in Taximeter Worksite Information:***

Please provide details of any changes such as addition of individuals associated with the business entity that will perform work on meters or use this area of the application to provide details of the proposed worksite.

## ***Section VIII Questionnaire:***

For the questions listed in this section please **check** the box that correctly answers the question. If you have multiple officers, please photocopy this page and have each and every officer fill it out in full. If you answered "**YES**" to any of the questions you must provide a signed statement and pertinent documentation giving all relevant details. The statement must include all names, dates, license numbers, certificate of disposition and any other relevant information to the incident being described. False answers to any of these questions will be grounds for **denial** of your base license application.

## ***Section IX: DC Resident Agent for Service of Legal Process***

Applicants must identify the DC resident agent for service of legal process.

## ***Section X. Confidentiality Statement:***

All information submitted in this Application alleged to be proprietary and confidential will be withheld from public disclosure. The fact that the material submitted is alleged to be proprietary and confidential, however, in no way implies that the Commission concurs with the assertion regarding the confidentiality of the subject material.

Proprietary and confidential information will be disclosed only to Commissioners and Commission management. Information provided will be held in confidence and used solely by the Commission in conjunction with its regulatory responsibilities and will not be disclosed publicly in any manner or privately to anyone. This provision in no way limits the disclosure of the material, if it is or subsequently becomes, public data. In the even of a dispute as to whether the material is so highly proprietary, confidential or sensitive as to warrant denial of access, such dispute will be submitted to the Commissioners for resolution.

### ***Section IX. Affidavit:***

The affidavit is required to be filled out by one officer representing the owner(s) and notarized.

## **Description of items found in the Taxi Meter License New, Renewal or Change Application Checklist:**

### **License Fees**

**License fee of \$2,000.00 (new application) and \$1,500.00 (renewal application)** – Payable to the DC Treasurer (money order or Certified Check only). All licenses are non-transferable. Initial license fee is subject to a non-refundable application processing fee of \$500.00.

### **Fingerprints**

Applicants must obtain the fingerprint card at the DCTC. . A processing fee of \$35.00, payable to the DC Treasurer, (money order or Certified Check only) is paid at the Office of Taxicab, DC Taxicab Commission. The DCTC receipt and license must be presented at the time of fingerprinting. Applicants will then be fingerprinted by the Civilian Prints Divison at the DC Metropolitan Police Department, 300 Indiana Ave. N.W., Room #3058. The operational hours are Monday-Friday, 9:00 AM - 5:00 PM

### **Identification**

Two forms of identification for each person listed on the application (new applications or applicants adding new owner, officers, partners and stockholders) One of the two forms must include a government issued photo ID.

### **Criminal History Report**

All individuals, partners, officers, and principals must attach the results of a Criminal History Search issued by a DC Metropolitan Police Department for review by the DCTC. For filing instructions and to download a Criminal History Record Search form please go to: [www.dctaxi.dc.gov](http://www.dctaxi.dc.gov).

### **Rate Schedule**

Applicants must provide a list of current fees for all services related to the sale, repair, installation calibration of taxi meters.

### **Certificate of Occupancy**

Must have stamp of DCRA no later than 2 years before the date of your application. In lieu of this, you must submit a "Letter of No Objection" from DCRA stating that said Department has no objection to the operation of this type of business at the subject premises.

### **Proof of Status of Business Status**

If a corporation, you must produce a Certificate of Incorporation and a filing receipt. If a partnership, you must produce a Partnership Certificate. If an individual/sole proprietor, you must produce a Business Certificate.

### **Original Surety Bond of \$50,000 for the benefit of the District of Columbia**

(Note -- you MUST bring in the original as a copy will not be accepted). If application (New) is considered for approval on or after September 1, 2008 the bond is still required to reflect coverage for one year.

### **Financial Disclosure**

All individuals, partners, officers, principals, and stockholders must complete a Financial Disclosure Statement. In addition, the business entity must complete a Financial Disclosure Statement. The form is included in the application and may be photocopied if additional copies are needed.

### **Change of Information**

If you are *removing* an officer, partner or stockholder, **DO NOT** list them in Section I of the application. Simply list all remaining and new individuals with ownership interests. If the individual has shares within the company, there must be proof of the transfer or distribution of those shares or a bill of sale.

If you are *adding* an officer, partner or stockholder, you will need to provide statements and business records to disclose the addition of all individuals, partners, officers, principals, and stockholders. Examples of acceptable records would include a Secretary's Certificate identifying partners, officers, principals and stockholders.

In addition, please provide a **comprehensive** list of all **updated** Officers, Partners and Stockholders associated with the business entity applying for a Taxi Meter business license. The following information is required for all individuals: Name, home address, the amount of time spent at this address, **number** of shares owned by the individual, date of birth, Social Security number, phone number and title (which is the position held in the corporation, i.e. president, secretary etc.).

**Proposed Change of Business Name (Section IV)** – Please provide copy of filing receipt and corporation certificate.

**Proposes Change of D/B/A Name (Section V)** – Please provide copy of filing receipt and corporation certificate.

**Proposed Change of Address (Section VI)** - Please provide lease agreement and certificate of occupancy (Must have stamp of DCRA no later than 2 years before date of your application). In lieu of this, you must submit a "Letter of Permissible Use" from DCRA stating that said Department has no objection to the operation of this type of business at the subject premises.